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[redacted] 25X1A9a

11/16

Chief, Management Staff

16 November 1956

Chief, OCR Staff (DD/I Area)

Work Report Week Ending 14 November 1956

Accomplishment

1. MS-1060, Transfer of Ceiling from OCI to DD/P for Secretary, Senior DD/I Representative, [redacted]. Completed. [redacted] 25X1A6a 25X1A9a

Assignments Active This Week

2. Project 6-45, OCR Space Study - At request of DD/I an analysis of overcrowding in OCR and appropriate recommendations for improvement. [redacted] (DD/A-DD/I, ~~15 November~~) 1 Dec 25X1A9a

3. MS-1046, Request for ELINT T/O Increase for OSI and NSO. [redacted] (15 Nov.) 25X1A9a

4. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program. [redacted] (ELINT Staff Officer, 1 December) 25X1A9a

5. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. [redacted] (DD/A, 1 Jan.) 25X1A9a

6. Project 6-61, Management Audit of CIA Watch Office. [redacted] (AD/CI, 10 Dec.) 25X1A9a

7. Project 6-55, Reorganization of Acquisitions Branch, CIA Library. [redacted] (15 December) 25X1A9a

8. Project 6-56, Study of Workload Procedures, Layout and Equipment of Acquisitions Branch, CIA Library (CIA Librarian). [redacted] (15 November) 25X1A9a

9. Manpower Utilization, Combination of SR/OCR-RI. [redacted] (DD/A, 1 Nov.) 25X1A9a

Assignments Inactive This Week

10. Project 6-[redacted], Management Survey of Technical Information Unit, Editorial Branch, [redacted] (1 December) 25X1A7b 25X1A9a

11. MS-1076, [redacted]. Transfer of Slots From Headquarters to Field and Establishment of a New Slot. [redacted] (21 November) 25X1A8a 25X1A9a

12. Project 6-54, Examination of Proposed OCR Reorganization. [redacted] (AD/PR, 31 December) 25X1A9a

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25X1A9a 13. Examination of Organization and Functions of Photo Intelligence Division, OSR. [redacted] (1 January)

14. Assistance to DD/I in Reduction of T/O and Ceiling and Necessary Related Realignments. (Asst. to the DD/I (Admin)) [redacted] (1 January) 25X1A9a

25X1A9a

15. Project 6-63, Examination of Proposed OCR Reorganization. [redacted] (15 Nov.)

16. Assistance to Chief, Business Machines Service in determining possibilities for use of electronic computers in DD/I. [redacted] (31 December) 25X1A9a

Training

17. Effective Writing - 2 hours [redacted] 25X1A9a

SAM Round Table - New Management Concept - 2½ hours [redacted] 25X1A9a

Conference Leadership - 4 hours [redacted] 25X1A9a

[redacted] 25X1A9a

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